

6 October 1961

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Report of Cable Secretariat Operations from
1-30 September 1961

1. CABLES PROCESSED

a. The Cable Secretariat reproduced and disseminated 16,655 IN cables, 5,971 OUT cables, 1,419 TD's and 1,008 miscellaneous items for a total of 25,053 work items during September 1961. This represents an increase of 5,253 items or 27% more than the monthly average of 19,800 work items established in 1960.

b. Cables increased 4,846 or 27% over the 1960 monthly average of 17,780. The September 1961 total is 1,078 or 5% more cables than August 1961 and 2,996 or 12% more cables than September 1960.

c. TD's increased 254 or 22% over the 1960 monthly average of 1,165 TD's.

d. We processed an average of 972 cables Monday through Friday, 650 on Saturday and 343 on Sunday.

e. One thousand seven hundred forty-eight (1,748) CIA cables or 8% of all cables were furnished to the Director, as compared to 1,849 or 8.5% for August 1961.

f. Non-CIA cables totaled 17,178, an increase of 4,178 cables or 32% more than the 13,000 monthly average for 1960. The September 1961 total is .512 or 3% more cables than August 1961.

g. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 43,637 items.

2. PERSONNEL

This month we lost three persons and gained three. One clerk typist transferred to NE and two mail and file clerks were called to active military duty. We are still operating two short of our assigned [REDACTED] persons, but we have requisitions in for these two persons.

3. GENERAL

a. A part of the non-CIA Cable Branch of the Cable Secretariat moved to Langley on 23 September 1961, and a part moved to our "L" building location on 20 September. The Langley Branch is open from 0700 to 1700 hours, Monday through Friday and is operating smoothly.

b. Attached is a detailed accounting of the cost of operating the Cable Secretariat for the six months ending 10 June 1961. In my report to you dated 8 February 1961, I stated "... our total cost per cable processed was reduced from \$2.44 for the six months ending 11 June 1960 to \$2.11 for the most recent six months. This cost per cable will probably rise somewhat in the next six months since we are currently bringing our staff up to strength in view of the increased workload." I am happy to observe that my forecast at that time has proved to be incorrect, and that instead of an increase in cost per cable processed we have achieved a substantial reduction. While the labor costs for the Cable Secretariat (less the non-CIA Cable Branch) were \$600 more than for the preceeding six months, the cost per cable for labor was reduced from \$1.97 to \$1.70. The total cost per cable (labor plus other) was reduced from \$2.11 to \$1.87.

Cost for the next six months will be prepared to include the non-CIA Cable Branch of Cable Secretariat. Such costs are not included in this report since the non-CIA Cable Branch was not incorporated with the Cable Secretariat until after the reporting period began. For your information, the cost per cable (labor and supplies) for the non-CIA cable portion of the shop for the period 5 February to 10 June 1961 was \$.574.

With the number of cables now being processed, it is not inconceivable that we will need to augment our staff. I shall certainly strive to prevent that but clearly we cannot continue to process more and still more cables without, at some stage, reaching the saturation point. The processing of non-CIA cables is costing me approximately three bodies more than I picked up in the transfer. This, plus the increased number of CIA cables to be processed, is indeed taxing our capacity to get the job done. We are continuing to seek more economical ways to do the job, and when we do get together in the new building, we hope the job will be made easier, since we will then have available the entire resources of the office in one location, a situation which has not yet existed.

c. We are looking at file equipment such as shown in the attached brochure. If we can clear security hurdles this will enable us to have a better filing system and save us many square feet of needed floor space. [REDACTED] is going to New York City in October to see the equipment in use.

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